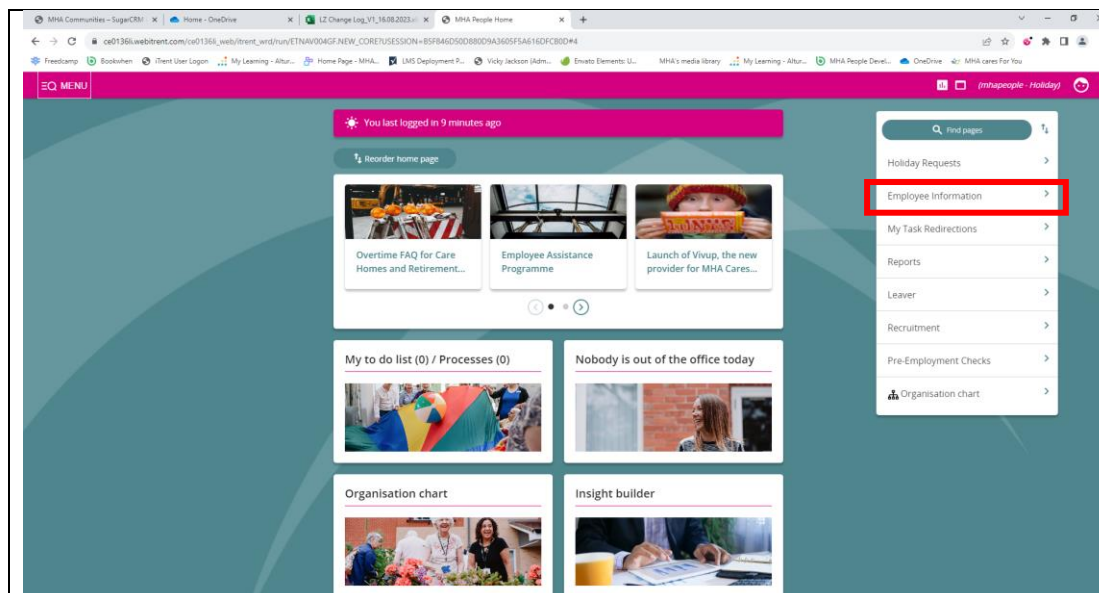
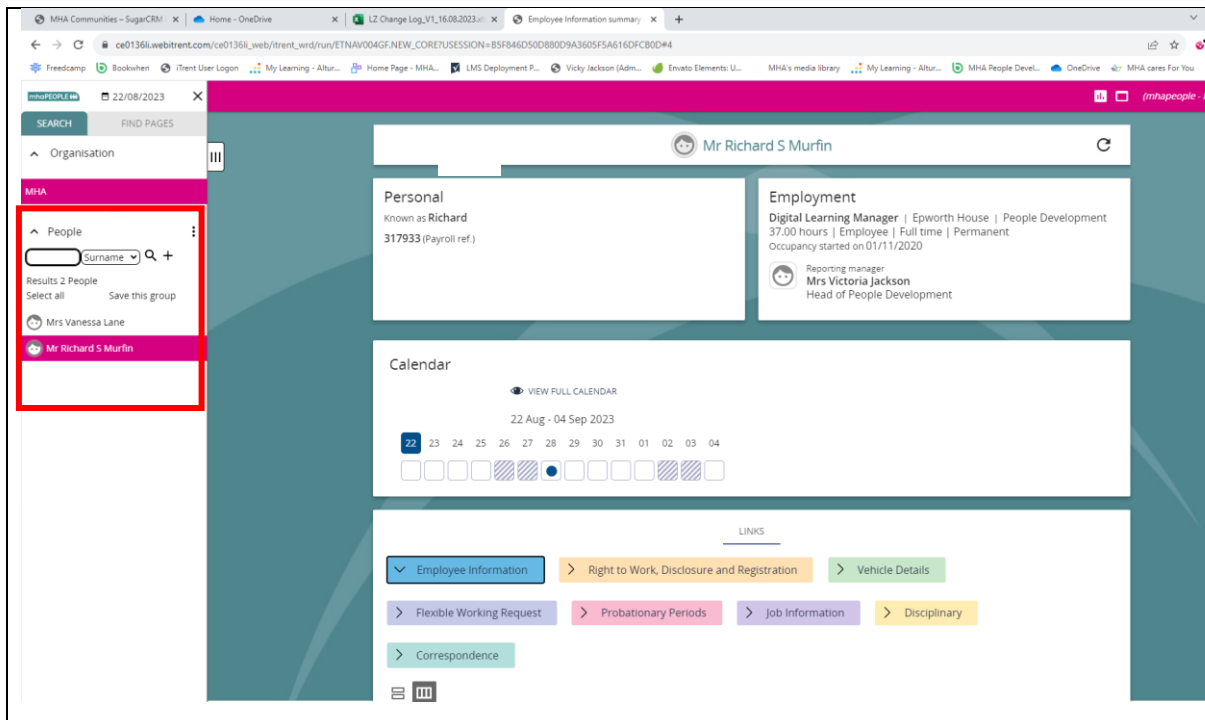


## Adding a Personal email address to MHAPeople for a colleague so it appears in the Learning Zone

This guide provides instructions on how managers can add a personal contact email address for their team members into MHAPeople to enable this to be imported automatically into the Learning Zone.

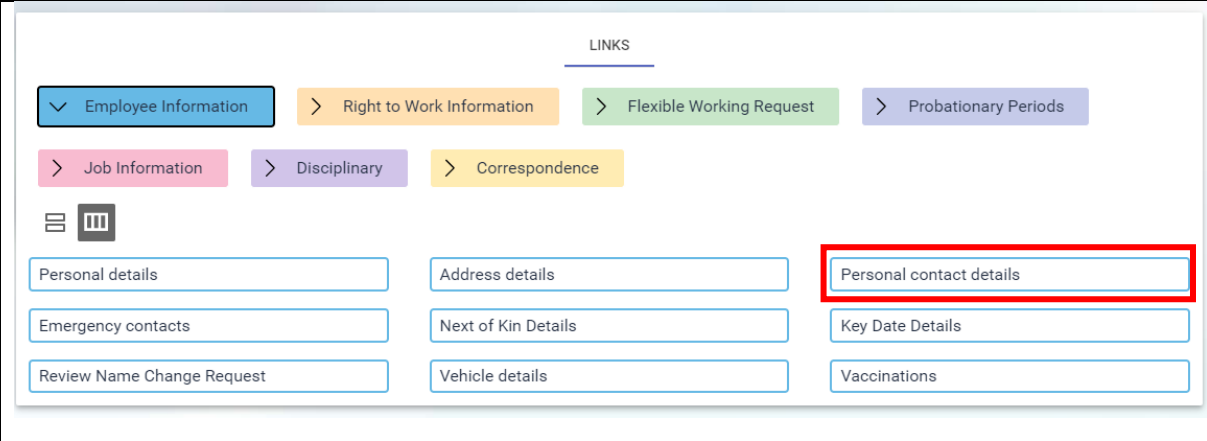
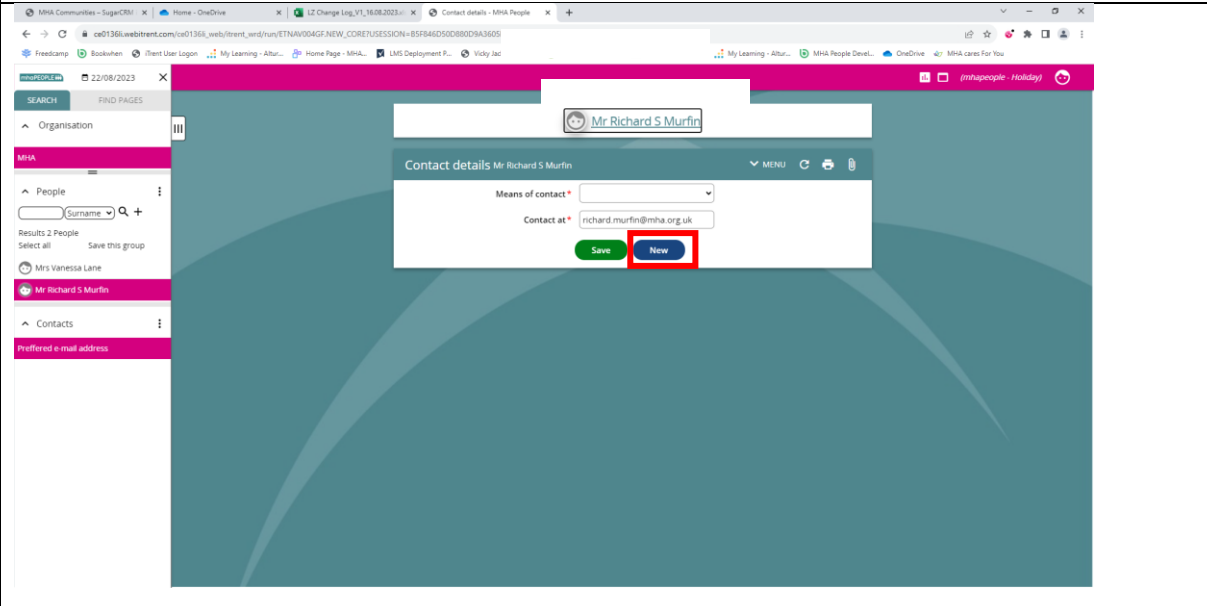


1. Log into MHAPeople
2. From the pane on the right-hand side of the screen select '**Employee Information**'



The screenshot shows the MHA People system interface. On the left-hand side, there is a search pane for 'People'. A search bar contains the text 'Surname' and a magnifying glass icon. Below the search bar, it says 'Results 2 People' and 'Select all'. Two results are listed: 'Mrs Vanessa Lane' and 'Mr Richard S Murfin'. The 'Mr Richard S Murfin' entry is highlighted with a red box. The main pane displays the profile for Mr Richard S Murfin. It includes a header with his name and a profile picture. Below this, there are two sections: 'Personal' and 'Employment'. The 'Personal' section shows 'Known as Richard' and '317933 (Payroll ref.)'. The 'Employment' section shows 'Digital Learning Manager | Epworth House | People Development', '37.00 hours | Employee | Full time | Permanent', and 'occupancy started on 01/11/2020'. Below these sections is a 'Calendar' section with a 'VIEW FULL CALENDAR' link and a calendar grid for the week of 22 Aug - 04 Sep 2023. At the bottom, there is a 'LINKS' section with several buttons: 'Employee information', 'Right to Work, Disclosure and Registration', 'Vehicle Details', 'Flexible Working Request', 'Probationary Periods', 'Job Information', 'Disciplinary', and 'Correspondence'.

3. From the pane on the left-hand side of the screen search for and select the team member you would like to add the email address for.

 <p>LINKS</p> <p>Employee Information &gt; Right to Work Information &gt; Flexible Working Request &gt; Probationary Periods</p> <p>&gt; Job Information &gt; Disciplinary &gt; Correspondence</p> <p>Personal details Address details <b>Personal contact details</b></p> <p>Emergency contacts Next of Kin Details Key Date Details</p> <p>Review Name Change Request Vehicle details Vaccinations</p>	<p>4. Select '<b>Personal Contact Details</b>' from the <b>Links</b> section at the bottom of the screen</p>
 <p>Mr Richard S. Murfin</p> <p>Contact details Mr Richard S. Murfin</p> <p>Means of contact*</p> <p>Contact at* richard.murfin@mha.org.uk</p> <p>Save New</p>	<p>5. In the <b>Contact Details</b> screen select New</p>

Contact details New

Means of contact \*

Contact at \*

Business telephone  
Home telephone  
Mobile telephone  
Personal E-mail address  
Web Recruitment Email Address  
Work E-mail Address  
Work Mobile Number

6. In the **Contact Details New** screen select the **Means of Contact** from the drop down
7. Ensure '**Personal E-mail address**' is selected
8. In the **Contact at** field enter the email address the colleague would like to be used for contact from the Learning Zone
9. Click '**Save**'
10. This email address will now be included in the next daily import to the Learning Zone